



Memo

TO: Staff

FROM: Joanne Wicklund
 Finance Manager

DATE: December 5, 2021

RE: Timesheet Deadline – Holiday Schedule

As we begin to prepare for the upcoming holiday season, we would like to remind staff about the deadline for submitting timesheets.

Deadlines for the following pay periods are as follows:

Pay Period	Timesheets Due	Pay Day
November 26 – December 9, 2022	Thursday, December 8, 2022	December 16, 2022
December 10 – 23, 2022	Monday, December 19, 2022	December 30, 2022

Please note that timesheets will be due early for Pay Period December 10-23, 2022 due to the holidays and office closure.

Payroll will be finalizing the payroll one week early, therefore it is very important for staff to submit their timesheets, including On-Call by the set deadline.

The office is closed on payday December 30, 2022. Any late timesheets will not be processed until the first payday of 2023.

If you have any questions or concerns, please contact the Payroll Department at payroll@tikinagan.org

Thank you and Happy Holidays!!

